

**SHELBY METROPOLITAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 10, 2022**

1. Roll Call

Vice-Chairman Jan Geuy called the meeting to order. Present upon roll call were Jan Geuy, Dmitri Williams, Frank Mariano, and Amy Klingler. Chairman James Frye was excused. Quorum was noted. Director Judy Wells, Assistant Director Laura Werner and Finance Director Beth Marchal were also present. The regular scheduled meeting was called to order at 12:10p.m.

2. Approval of November Board Meeting Minutes

Vice-Chairman Jan Geuy called for approval of November minutes. Frank Mariano made the Motion. Dmitri Williams Seconded. All ayes heard. Motion carried.

3. Approval of November Financial Report

Vice-Chairman Geuy asked for questions. Director Wells discussed the cabinets purchased from Craft Interiors and the cost of the new boilers at the towers. Dmitri Williams made a motion for approval, Amy Klinger seconded. All ayes heard. Motion carried.

4. Approval of December Financial Report

Vice-Chairman Geuy again called for questions. Frank Mariano motioned for approval. Amy Klingler Seconded. All ayes heard. Motion carried.

5. October Director's Report

Director Wells reviewed the report. She stated that applications are down. Amy Klingler asked why, Judy explained with the increase in apartment buildings throughout Sidney it has impacted our waiting list. Director Wells stated the VASH program is never leased up. We are currently at 10 receiving housing assistance. 1 voucher looking and 1 application. There had been some changes to the Public Housing vacancies, there are now 3 vacancies at Jackson Towers. 1 move-out and 2 deceased. 1 vacancy in Jackson Center. Director Wells also stated that Bridges Community Action has been helping tenants with rents.

6. Section 8 Housing Choice Voucher Spreadsheet

Director Wells stated that the occupancy is down for the end of the year with an average per unit cost of \$333. The HAP costs have increased with tenants being out of work.

7. Old Business

A. Complex/Maintenance Update

Director Wells stated that maintenance is doing furnace filters this month. The community rooms and restroom are still closed. Laura Werner stated Complete Pest Control just completed the semi-annual roach bait and Bedbug check. 3 units were found to have bedbugs and added to the spray list.

B. Personnel Update

Director Wells reported that there will be updates to the personnel policy.

C. Update Physical Needs Assessment

Director Wells stated that she has received no quotes on this.

D. Capital Fund 2018

Doors for Jackson Towers still not in stock. They may come in February.

8. New Business

A. Un-collectables

Director Wells reviewed the report, explained how we do default judgements. Also explained that anyone owing money must pay in full before going back on the programs. Vice-Chairman Jan Geuy called for a motion to accept the un-collectables. Amy Klingler made the motion. Frank Mariano seconded. All ayes heard. Motion carried.

B. Electronic Bank Statements

Director Judy Wells stated that the banks want us to go to electronic statements and asked if anyone had objections. No one voiced any objection. Vice-Chairman Geuy asked for a motion to approve, Frank Mariano made a motion. Amy Klingler seconded. All ayes Heard. Motion carried.

C. Rumpke Waste and Recycling driver damage

The driver for Rumpke left the chain off of the dumpster pad doors and the dumpster rolled into a tenants vehicle causing damage. Rumpke Waste and Recycling's insurance is working with the tenant. Today the driver backed into our dumpster pad doors and damaged it. We have contacted Rumpke Waste and Recycling to address the problems.

D. 2019 Capital Fund

Beth Marchal stated an error was made in the 2019 capital fund grant and it must be revised. Money was drawn down from the wrong line item in 2019 and must be corrected.

E. Service Master Sanitation

Director Wells reported that after two of the girls in the office tested positive to Covid 19 she called Service Master to come in and sanitize the office.

F. Next Board Meeting

Scheduled for February 7, 2022

9. Adjournment

Amy Klinger moved to adjourn. Dmitri Williams seconded. All Ayes. Motion carried. The meeting adjourned at 12:38 p.m.

Submitted by Laura Werner, Assistant Director